



Co-operative Development Foundation of Canada

SINCE 1947

Oversees Volunteer Opportunity - Terms of Reference Women's Mentorship Echo Program - **Facilitator**

WHERE: E-volunteering in Canada & travel to Ulaanbaatar, Mongolia

WHEN: Travel to Mongolia the first two weeks of October 2018 (dates to be confirmed)

DURATION: 2 weeks

REPORTING TO: Program Manager, Mongolia

DEADLINE: July 27, 2018

Note: This is a voluntary assignment. Domestic and international airfare, ground transport, visa, travel insurance, out of country accommodation, and a meal/incidental allowance will be covered by CDF Canada.

BACKGROUND:

The Co-operative Development Foundation of Canada (CDF Canada)'s flagship Women's Mentorship Program (WMP) is an annual, month-long professional development training program for women managers of financial co-operatives from developing countries in Africa and Asia. This program empowers women by improving their managerial skills, and building their self-confidence, a skill particularly vital for women working in cultures traditionally dominated by males. Since its inception in 2002, WMP has trained 203 women from 19 countries with 200+ Canadian credit unions playing host and mentor to program participants.

A pre-requisite for participation in the WMP program in Canada is a working knowledge of the English language. For some countries, such as Mongolia, knowledge of English is the exception rather than the rule. There have been 14 women from Mongolia with adequate knowledge of English participate in the WMP to date. These women learned first-hand the value that can be realized from such a program.

Seeing the successes of the WMP and the positive outcomes from it and with the awareness that only a few participants from Mongolia have the opportunity to attend the WMP held in Ottawa, CDF Canada decided to offer a similar program in Mongolia in 2014 called the Mongolia Women's Mentorship Program. This program helped address the participation barrier for Mongolian women managers who don't speak English but enabled them to gain the knowledge and experience that the Ottawa based WMP offers.

Building on the successes of both of these programs, INVEST Co-op Mongolia will be hosting another Mongolia Woman's Mentorship Program in October of 2018 who's aim will be similar to the program held in 2017 and that will echo the WMP that is being held in Ottawa in June of 2018.

Project Implementing Partner

CDF Canada has been programming in Mongolia for over 15 years. During this time CDF Canada has partnered directly with the Mongolian Co-operative Training and Information Centre (MCTIC) on a number of successfully delivered projects and have maintained a strong and continuous relationship.

MCTIC was established as an NGO in 1998 to promote and strengthen co-operatives and the co-operative sector in Mongolia. Their aim is to provide excellent training and access to information for members, managers and boards of co-operatives throughout Mongolia, and to others such as government that impact the co-operative sector. The membership and board of MCTIC is drawn from five national co-operative federations: the Central Union of Mongolian Consumers Co-operatives, the Central Union of Industrial Co-operatives, the National Association of Mongolian Agricultural Co-operators, the Union of Production and Service Co-operatives and the Association of Private Herders Co-operatives.

ABOUT THE ASSIGNMENT:

In October 2018, approximately 15 female credit union managers and leaders from Mongolia will participate in INVEST Co-op Mongolia's Mongolia Women's Mentorship Program. Classroom training will be conducted in a facility in or near Ulaanbaatar, Mongolia and participants will have the opportunity to gain practical experience at a credit union.

OBJECTIVE:

The objective of this program will be to enhance the capacity of approximately 15 female Mongolian credit union CEO's and/or general managers by improving their skills in leading and managing the operations at their financial co-operatives. This goal will be achieved through a combination of classroom learning and practical experience at a credit co-operative in Mongolia. The facilitator will lead the development and implementation of the program in collaboration with a Mongolian based team.

ACTIVITIES AND DELIVERABLES:

The successful candidate will undertake the following activities:

- In collaboration with MCTIC staff design and co-implement the 2018 Women's Mentorship Echo Program in Mongolia
- Use past WMP programs as a foundation to develop an agenda, identify key training topics and generate the corresponding participatory learning modules/workshops for approximately eight days of classroom learning (topics should include: governance, enterprise risk management, human resources, financial management and reporting, leadership, change management, loan policies, managing loan delinquencies...etc).
- Collaborate with the WMP facilitators for the Canada program to collect material, discuss best practices and lessons learned.
- Facilitate and lead WMP workshops in Mongolia based on program objectives.
- Travel and visit credit unions that will be hosting participants to provide hands-on experience.
- Prepare a Summary Report of the Program to be delivered by the agreed upon date.

QUALIFICATIONS:

The successful applicant must possess the following skills, experiences and personal characteristics:

- Experience providing leadership development training for women managers (self-esteem and self-confidence building)
- Experience addressing and strategizing around gender inequality issues faced by women in the credit union sector (e.g. workplace harassment, promoting gender parity in management, etc.)
- Excellent knowledge of the credit union sector
- Experience in establishing and managing credit union(s)
- Experience and knowledge of co-operative development and principles, preferably in a developing context
- Knowledge of effective co-operative governance and management best practices

- Experience facilitating group learning/training sessions or focus groups using participatory methodology.
- Knowledge of adult education principles and/or experience in adult education is considered an asset.
- Ability to transform complex concepts and information into plain language reports
- Experience working in translation and/or knowledge of Mongolian is an asset
- Ability to be multi-functional and work in dynamic situations; be flexible and adapt to change.
- Must be able to work alone as well as handle difficult situations with patience, tact and professionalism.
- Ability to communicate and effectively interact with people of different cultures.
- Experience working internationally, including rural and remote contexts is an asset

APPLICATION PROCESS:

Please submit a resume and letter of intent by July 27, 2018 to apply@cdfcanada.coop. Successful candidates will be required to obtain a police check from their local police/RCMP detachment. **No phone calls please. All applicants are thanked for their interest in CDF Canada; however, only those selected for an interview will be contacted.**

CO-OPERATIVE DEVELOPMENT FOUNDATION OF CANADA

The Co-operative Development Foundation of Canada (CDF Canada) is an international development charity that helps improve the lives of women, men, children and their communities through cooperatives. We envision a world where self-reliant communities flourish. CDF Canada is working with local partners in Africa, Asia, Latin America and in Eastern Europe to establish and grow community owned co-operatives that help people achieve more prosperous, self-reliant lives.

For over 70 years, CDF Canada has been mobilizing financial resources, volunteers and knowledge — mostly from Canadian co-ops and credit unions — to make the world a better place. For much of that time, CDF Canada worked with partners to help communities move toward prosperity and create more secure lives through community-owned cooperatives.

CDF and CCA amalgamated in 2017 under the CDF Canada brand. For more information on CDF Canada, visit the website at: www.cdfcanada.coop